

PROCEDURE 0410.07 Use of Privately Owned Vehicles
Issued January 6, 1997

SUBJECT: Use of Privately Owned Vehicles

APPLICATION: Executive branch departments, subunits and other state operations that utilize state motor vehicles provided by Department of Management and Budget, Vehicle and Travel Services.

PURPOSE: To specify eligibility requirements for privately owned mileage reimbursement.

CONTACT AGENCY: Department of Management and Budget (DMB)
Agency Services
Vehicle and Travel Services (VTS)
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SUMMARY: This section describes the circumstances when privately owned vehicles may be used for official state government business, including VTS determination of mileage reimbursement eligibility.

APPLICABLE FORMS: None.

PROCEDURES:

- Authorization:
 - Use of privately owned vehicles for official state government business may be authorized when a state motor vehicle is not available or VTS and the department determine that privately owned vehicle use is consistent with state government operational policies as defined by VTS and the department.
 - Drivers must receive prior approval from their department to drive a privately owned vehicle for official state government business. Each department is responsible for defining its approval process.
- Reimbursement:
 - Departments are responsible for determining the means of travel that would be in the best economic interest of the state.
 - Drivers who receive prior approval to use privately owned vehicles for official state government business, in lieu of available state motor vehicles, are reimbursed at the standard mileage rate except when the criteria for premium mileage reimbursement is met.

- Drivers are eligible for premium mileage reimbursement if:
 - No state motor vehicle is available, and no VTS motor pool is maintained, or
 - An occasional daily travel assignment is less than 100 miles and the driver has not refused the use of an available state motor vehicle.
- Drivers are not eligible to receive a combination of premium and standard mileage reimbursements while on the same travel assignment. (Example: An employee travels round trip from Lansing to Marquette for a one-week travel assignment. While in Marquette, the employee incurs vicinity travel. The employee is not eligible to receive a combination of standard mileage reimbursement for the round trip travel from Lansing to Marquette and premium mileage reimbursement for the vicinity travel. An employee may receive a combination of premium and standard mileage reimbursements for different travel assignments that are reported on the same travel reimbursement request to their department)
- Drivers who refuse assignment of an available state motor vehicle and use their privately owned vehicle are reimbursed at the standard mileage rate even when an occasional daily travel assignment is less than 100 miles.
- Drivers who commit to using their privately owned vehicle for official state government business and later request a state motor vehicle assignment are reimbursed at the standard mileage rate from the date of their request for a state motor vehicle until a state motor vehicle becomes available.
- Drivers denied use of a state motor vehicle for misuse/abuse are reimbursed for use of their privately owned vehicle at the standard mileage rate.
- Premium and standard mileage reimbursement rates are published annually.
- Reporting:
 - VTS will monitor reported premium and standard mileage reimbursements within MAIN for compliance.

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